

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF COMMUNITY AFFAIRS**

1800 Third Street, Suite 390
P. O. Box 952054
Sacramento, CA 94252-2054
(916) 445-6000
FAX (916) 323-6016

**CDBG****Community Development Block Grant Program****MANAGEMENT MEMORANDUM****Memorandum Number 05-1****TO: All CDBG Eligible Jurisdictions and CDBG Interested Parties****DATE: January 10, 2005****SUBJECT: Fiscal Year 2005 CDBG General/Native American Allocation Application Training
Dates and Locations****Purpose of this memo**

1. To notify all eligible jurisdictions and interested parties of the dates and locations of application training workshops. Each year at the beginning of the annual funding cycle for General, Colonias and Native American Allocation funds, the State CDBG program conducts application training workshops. These workshops provide information to interested jurisdictions about the availability of funds and how to prepare the application package. State CDBG staff will be available before and after the workshops, and by phone anytime prior to application submittal, to meet and talk about specific funding proposals.
2. The Notice of Funding Availability (NOFA) pertaining to these workshops is being mailed on or about **January 10, 2005**.

Note: Application packages will be available either on our web site or on CD Roms after January 18, 2005.

Workshop contents

These workshops provide information to eligible jurisdictions and interested parties about the availability of funds and how to prepare the application package. The recent CDBG regulation change will have a significant impact on how to prepare an application so even experienced grantees should plan on attending.

Who should attend?

These workshops are most important to those jurisdictions intending to submit a General, Colonias and/or Native American Allocation application in the FY 2005-06 funding round. Jurisdictions and interested parties should plan to attend the workshop in their region. **Travel to these workshops is an allowable CDBG expense under general administration.** CDBG Field Representatives from each region will be available for consultation at the workshops.

Dates and locations

This year, CDBG staff will present eight workshops around the State. The workshops will run from 9:00 a.m. to approximately 4:00 p.m. There is no need to make reservations and there is no registration fee. See attached listing of scheduled application workshop locations. Maps are available via internet web sites that provide directions.

If you have any questions please call (916) 263-0485 or contact your field representative.

SPECIAL NEEDS: The training locations are accessible to persons with physical disabilities. Persons who need auxiliary aids or services, such as interpreters for persons who are hearing impaired, a reader, large print or Braille, are requested to contact the state CDBG program's Equal Opportunity Specialist, Liz Fitzgerald at 916-263-0470 no less than three weeks before the event so that appropriate arrangements can be made.

Individuals with hearing impairments can use the California Relay system to call Liz Fitzgerald by simply dialing 711. If this does not work then you can dial 1-800-735-2922 or if you are using a TTY then you can dial 1-800-735-2929 and they will assist you in contacting Ms. Fitzgerald.

Attachments

- 1) Schedule of Dates and Locations of Trainings.
- 2) Training Agenda

Schedule of Locations *for* **CDBG Application Training Workshops**

<u>Date</u>		<u>Location</u>
Tuesday, January 25, 2005	West Sacramento	City Hall, Room 160 1110 West Capitol Avenue West Sacramento
Thursday, January 27, 2005	Crescent City	Crescent City Cultural Center, 1001 Front Street, Crescent City
Tuesday, February 1, 2005	Redding	City Hall Community Room 777 Cypress Ave. Redding
Thursday, February 3, 2005	Salinas	Office of the Sheriff County of Monterey 1414 Natividad Salinas
Tuesday, February 8, 2005	Corcoran	Veterans Hall 1000 Van Dorsten Avenue Corcoran
Thursday, February 10, 2005	Brawley	City Council Chambers 225 West A Street Brawley, CA
Tuesday, February 15, 2005	Bishop	Inyo County Administrative Office Cottonwood Plaza 785 North Main St., 2 nd floor, Ste. 6 Bishop, CA 93514
Thursday, February 17, 2005	West Sacramento	City Hall, Room 160 1110 West Capitol Avenue West Sacramento, CA

Agenda

2005 State CDBG Application Preparation Workshop

9:00 – 9:30	Introductions and ABC's
9:30 – 10:00	CDBG Program Changes
10:00 – 10:30	Review of Application Forms <ul style="list-style-type: none">• New Items• Resolution• Statement of Assurances• Maps• Public Hearings
10:30 -11:00	The Application Scoring Process
11:00 – 11:15	Housing Element
11:15 – 11:30	Overview Housing Rehabilitation
11:30 – 12:30	Lunch Break --- On your own
12:30 – 1:00	Overview Community Facilities & Public Services
1:00 – 1:30	Overview Housing New Construction and Housing Acquisition Activities
1:30 – 1:45	Overview Public Works
1:45 – 2:15	Model application, Public Works
2:15 - 2:30	Break
2:30 – 3:00	Model Application, Community Facility
3:00 - 4:00	Questions and Answers